

COMMERCIAL CONSTRUCTION PERMIT REQUIREMENTS
GILA COUNTY COMMUNITY DEVELOPMENT
BUILDING SAFETY DEPARTMENT

These are the requirements to obtain a permit for commercial construction, as well as for additions or alterations to same. We use this list in processing your application, but you may also find it useful in preparing your materials. In certain specific situations, additional information or studies may be required. If so, you will be given a supplemental list of requirements.

***Required Before Submitting Plans:**

	<i>REQUIRED</i>	<i>SUBMITTED</i>	<i>APPROVED</i>
Engineering			
Stand Flood Hazard Determination Report			
Globe-Carlos Ozuna 928-402-8509 Payson-Sine Scott 928-474-7117	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Need Tax Assessor Parcel Number			
Floodplain Use Permit if needed (see above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading Permit/ROW (culvert) Permit/Drainage Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Globe – Lex Sheppard 928-425-3231 Ext 8505 Payson-Jerry Farr 928-474-7118			
Wastewater Treatment Approval: (Gila County Wastewater Dept. 928-474-7175)			
<u>Wastewater Dept. CURRENT CLEARANCE LETTER</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(EXCEPTIONS: Sanitary Districts: Cobre Valley, Northern Gila County, Pinal Sanitary & Strawberry Hollow Wastewater. Areas/Subdivisions served by ADEQ approved community wastewater treatment systems where a septic tank is not part of that system: Eagle Glen, Hunter Creek , Portal IV , Solitude Trails OR			
Sewer fee receipt OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Mesa Del Caballo)			
Approval for Grinder Pumps OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Solitude Trails & Portal IV)			
Sanitary District Approval of Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Strawberry Hollow)			
Health Department Approval for Food Service when applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Globe 928-425-3231 Ext 8820 Payson 474-7176			
Fire Department Approval (State Fire Marshal if public funded – 602-364-1003)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pine/Strawberry 928-476-4272 Hellsgate Fire District 928-474-3835			
Approved potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Blanket letters for Hunter Creek, Strawberry Hollow & Solitude Trails on file)			
Geo Tech Report for Copper Canyon Ranches:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Review Board approval for properties on Hwy 60 frontage:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans (See reverse side)			
Two sets of plans <u>(18”X24” Minimum or 24”x36”Maximum)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two Copies of Site plan <u>(8 ½ x11 if possible)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two sets of Truss Calculations, Engineered I Joists, <i>or</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet sealed Engineered Plans including calculations			
ADA Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plan (show elevations at corners of proposed bldgs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
& elevations of adjacent roads)			
ADOT Approval required for all projects on State Highways including change of tenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Globe Rick Long 928-402-5608 Payson John Pratt 928-777-5875			

PLAN REVIEW FEES ARE DUE AT TIME OF SUBMITTAL (SORRY, *no credit or debit cards*)
******APPLICATION FOR CONSTRUCTION PERMITS MUST BE MADE IN PERSON IN THE OFFICE OF THE BUILDING SAFETY DEPARTMENT. WE CANNOT ACCEPT APPLICATIONS AND PLANS RECEIVED BY MAIL OR FAX.***

OFFICE USE ONLY

Application:			
Assessor Parcel Number/ Parcel File Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner name, mailing address, phone number, Physical Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Information-(Copy of license with expiration date & bond)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Power Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Access (specify if public, private or by easement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Ordinance: (Our office will help provide information)			
Occupancy/Use Compliance with Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rezoning Approval/Conditional Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback compliance with Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback variance approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>